



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DISABILITIES ASSISTANCE SPECL/DRIVER

Job Number: 20000959

Job Code: 41130V161016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 07/15/1998

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Transport individuals with disabilities to locations where needed services are provided. Plans for and ensures any special transportation needs are provided. Performs administrative duties related to transport, and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Completion of 54 semester hours.

EXPERIENCE:

Two years of experience working in direct contact with individuals with disabilities in an agency or facility that provides educational and/or rehabilitative services to individuals with disabilities OR two years of experience providing transportation for an agency or facility which serves individuals with disabilities, children or the elderly.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Two additional years of experience in one of the above fields will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Transports consumers and/or clients with disabilities to schools, hospitals, doctor's offices, therapy sessions and other locations as needed on a statewide basis. Consults with medical and rehabilitation professionals to determine special needs of clients relating to transportation. Prepares transportation schedules. Prepare maintenance schedules, travel records, and other records relating to transportation. Operates and performs minor maintenance on vans and other vehicles that have been modified for transportation of individuals with disabilities. Administers CPR, First Aid and minor medical assistance as needed. Attends training in CPR, First Aid and on methods for safe transportation of individuals with disabilities. Follows rules, regulations and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to administer medical assistance in emergency situations.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Frequent travel is required throughout the state. Must be able to assist individuals with severe disabilities and their belongings into and out of vehicles.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.